



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

May 11, 2007

GENERAL LETTER NO. 23-G-3

ISSUED BY: Bureau of Purchasing, Payments and Receipts,
Division of Fiscal Management

SUBJECT: Management Manual, Title 23, Chapter G, *STATE APPEAL BOARD*
CLAIMS, pages 1 and 3, revised.

Summary

This chapter is revised to reflect current Iowa Code requirements for submitting claims to the State Appeal Board and to update location of forms.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Management Manual, Title 23, Chapter G, and destroy them:

<u>Page</u>	<u>Date</u>
1, 3	May 19, 2004

Additional Information

Refer questions about this general letter to your service area administrator.

OVERVIEW

Procedures for filing claims made against the state of Iowa vary depending on the type of claim being processed. The Department is authorized to pay small claims made against the state of Iowa in certain instances. In all other cases, claims made against the state must be submitted to the State Appeal Board in the Department of Management.

Legal Basis

The legal basis for the procedures in this chapter comes from the following sources:

- ◆ Iowa Code section 25.2 allows outdated claims against the state that are dated less than five years ago to be submitted to the State Appeal Board.
- ◆ Iowa Code section 217.23 allows the Department to reimburse employees for personal property damaged or destroyed by clients during the employee's tour of duty, up to a maximum of \$150.
- ◆ Iowa Code Chapter 669 is the Iowa Tort Claims Act.
- ◆ 543 Iowa Administrative Code, Chapter 1, contains the State Appeal Board's rules on tort claims.
- ◆ 543 Iowa Administrative Code, Chapter 3, contains general rules on the State Appeal Board's procedures for handling claims.

Definitions

"General claim" or "small claim" includes:

- ◆ Outdated warrants;
- ◆ Outdated sales and use tax refund;
- ◆ License refunds;
- ◆ Additional agricultural land tax credits;
- ◆ Outdated invoices;
- ◆ Fuel and gas tax refunds;
- ◆ Outdated homestead and veteran's exemptions;

3. The claimant shall submit a completed travel payment (TP) form to the Division of Fiscal Management for payment of an approved claim. Each claim shall be supported with a vendor's invoice or the claimant's receipt of expense.

REIMBURSEMENT OF OTHER CLAIMS

Claims against the state other than employee small claims must be submitted to the State Appeal Board in the Department of Management, using form 532-1247, *State Appeal Board Claim Form and Affidavit*. This form requests information about the claim, the claimant, and the claimant's attorney, if any.

Instructions for completing the form are included on page two of the form. The form must be notarized. Instructions for submission of the form are given on the front of the form. The form can be obtained on the Internet at: **<http://www.dom.state.ia.us/appeals/forms/abclaim.pdf>**

Procedures for submitting general claims through the long Appeal Board process and the short Appeal Board process (administrative process) can be found on the Internet at:

| **<http://www.dom.state.ia.us/appeals>**. Select General Claims.

Procedures for submitting tort claims can be found on the Internet at:

| **<http://www.dom.state.ia.us/appeals>**. Select Tort Claims

Procedures for submitting interdepartmental claims can be found on the Internet at:

| **<http://www.dom.state.ia.us/appeals>**. Select Interdepartmental Claims.